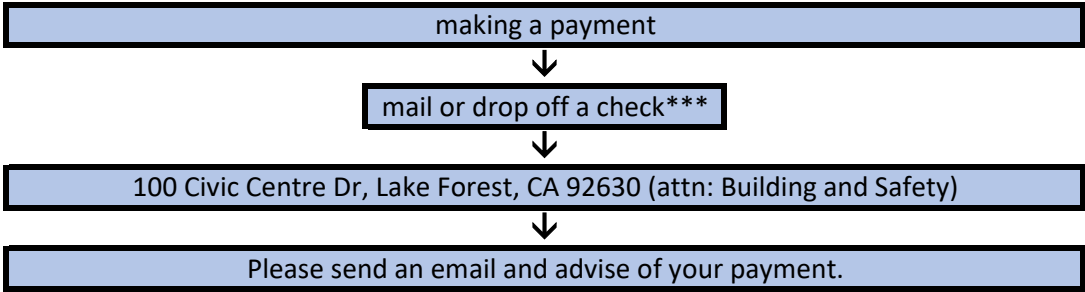


RESIDENTIAL PERMITS (GROUP 3 - Remodel, Addition, Repair, Lofts, Decks)	
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step 1. Please email* the following documents according to the permit type/work class***.

LOFTS	REMODEL	ADDITION		REPAIR	DECKS
		ADU	ROOM ADDITIONS		
BULDING/MEP APPLICATIONS	BULDING/MEP APPLICATIONS	BULDING/MEP APPLICATIONS	BULDING/MEP APPLICATIONS	BULDING/MEP APPLICATIONS	BULDING/MEP APPLICATIONS
SITE PLANS	SITE PLANS	SITE PLANS	SITE PLANS	SITE PLANS	SITE PLANS
DRAWINGS	DRAWINGS	DRAWINGS	DRAWINGS	DRAWINGS	DRAWINGS
CALCULATIONS	CALCULATIONS	CALCULATIONS \$ SOILS REPORT**	CALCULATIONS \$ SOILS REPORT**	CALCULATIONS	CALCULATIONS \$ SOILS REPORT**

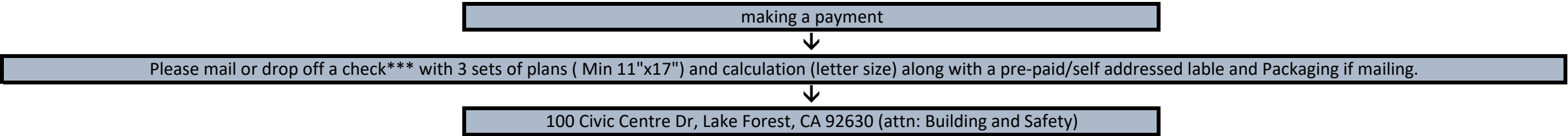
step 2. please pay for the plan check fees (You'll receive an email from one of our permit technicians with plan check number, total plan check due amount, and invoice/invoice number).



step 3. You'll receive an email from one of our permit technicians with regards to the plans approval or a correction list.



step 4. please process the permit fees (You'll receive an email from one of our permit technicians with permit/plan check number, total due amount, and invoice/invoice number).



step 5. You'll receive the permit, inspection card, invoice and approved/stamped drawings/calculations through mail in the provided package or pick up spot.



notes:

* Please email the document to all three following email addresses:

ccarden@lakeforestca.gov / rcrowell@lakeforestca.gov / yhoushyar@lakeforestca.gov

** Soils report maybe required (it's required for any new structure on the 2'd floor or more than 500 sf new structure on 1'st floor)

*** Please include a copy of the invoice when mailing in checks.

**** If your job work class is not among any of these categories, please contact the building counter at 949(461)3470.

